



## Director, Economic Development

**Department:** Economic Development

**EEO Code:** 21

**Class Code:** 7431

**FLSA:** E

**Effective:** 01/01/1999

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### **GENERAL STATEMENT OF DUTIES:**

Under administrative direction; performs work of considerable difficulty overseeing the economic development activities of Chesterfield County; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Represents the County to new and expanding businesses, both domestic and foreign, that are seeking a business location; leads and directs a staff of economic development professionals; coordinates and negotiates all aspects of business location including zoning, development review, engineering, transportation, environmental permits, and financing; and oversees preparation of departmental budget.

Develops and implements appropriate promotional and marketing programs and materials using state-of-the-art technology; provides support and works closely with the Virginia Department of Economic Development; maintains regional partnerships with organizations such as the Greater Richmond Partnership, Inc., and the Appomattox Basin Industrial Development Corporation; corresponds with prospective clients; coordinates presentations and prospect visits; presents clients with information about Chesterfield County; oversees existing industry outreach efforts to include attending business functions, assisting existing industries with expansion plans, problem solving, and coordinating follow up; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of modern principles and practices of economic development; of industrial, commercial, convention and tourist development; of the principles and practices of coordinating all aspects of a business location; of the principles and practices of public relations and marketing as they apply to developing promotional materials; of automated marketing systems and techniques; of budgeting practices and principles, of effective supervisory principles and techniques; and of accurate record keeping.

Comprehensive skill in applying the knowledge indicated above; in developing marketing plans and strategies; in working effectively with politically charged issues and appointed/elected officials; in goal setting, long range planning and organizational development; in making oral presentations.

Ability to articulate a clear vision for economic development for the County; to communicate effectively, both orally and in writing; to

### **MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree in business or related field with a Master's degree preferred and six years of managerial experience in economic development; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

Must have a valid vehicle operator's license.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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